Policy Area: External Policies and Procedures
Subject: Student Policies and procedures
Title of Policy: National Recognition (Credit Transfer)
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DOCUMENT REVISION

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Purpose:
SPIE acknowledges the requirement as a Registered Training Organisation to recognise the awards issued by other RTOs. This is limited to outcomes that are drawn from the national skills framework being units of competency awarded and accurately identified in statements of attainment and qualifications.

What is national recognition?
National recognition (also referred to as Credit transfer) is the recognition of learning achieved through formal education and training. Under the Standards for Registered Training Organisations, qualifications and statements of attainment issued by any RTO are to be accepted and recognised by all other RTOs. National recognition allows the unit of competency previously achieved by a student to be recognised when they are enrolling in a related course where those units can assist them in meeting the requirements for a qualification. It is an important to note that national recognition is not recognition of prior learning (RPL). RPL is assessment and is addressed within the Recognition policy.
When unit codes and titles are different

If national recognition is being sought for a unit of competency which has a different title or code, then it is necessary to establish the equivalence between the unit held and the unit being sought. In many cases this information can be found in mapping guide published in the relevant Training Package (usually volume one or on the ISC website). Our administrative staff will obtain this information and validate claims of equivalence.

As a general guide, if there is no such mapping available then we are not obliged to recognise the unit through national recognition. In these circumstances, the applicant should be referred for recognition in accordance with our Recognition policies and procedures. Under no circumstances is a comparison between units to be used as the basis for issuing national recognition. If the skills council has not determined it to be equivalent, then it is not. Subjective comparisons are not valid.

Evidence requirements

An applicant will be required to present his or her statement of attainment or qualification for examination by SPIE. These documents will provide the detail of what units of competency the applicant has been previously issued. Applicants must provide satisfactory evidence that the statement of attainment or qualification is theirs and that it has been issued by an Australian RTO. Statements of attainment or qualifications should be in the correct format as outlined in the Australian Qualifications Framework, First Edition, 2011. The applicant is required to submitted copies only which are certified as a true copies of the original by a Justice of the Peace (or equivalent).

National recognition guidelines

The following guidelines are to be followed when an application for national recognition is received:

- Any student is entitled to apply for national recognition in a course or qualification in which they are currently enrolled.
- Students may not apply for national recognition for units of competency or qualification which are not included in our scope of registration.
- Whilst students may apply for national recognition at any time, they are encouraged to apply before commencing a training program. This will reduce unnecessary training and guide the student down a more efficient path to competence.
- The student does not incur any fees for national recognition and we do not receive any funding when national recognition is granted.
- National recognition may only be awarded for whole units of competency. Where a mapping guide identifies a partial credit, this will not be considered for national recognition and the applicant will be advised to seek recognition.
- National recognition will only be issued when the student's enrolment includes at least one other unit of competency for which the student is participating in training or is seeking recognition. Student may not enrol only for national recognition.
- The recognition of a unit of competency under a national recognition arrangement is not contingent on the applicant demonstrating their currency. If the unit has been previously awarded and equivalence can be demonstrated then the unit can be recognised. The currency of the applicant is not a factor to be considered.
The following procedure is to be applied by SPIE upon receipt of an application for national recognition:

- **Step 1** We will provide sufficient information to candidates to inform them of opportunities for alternative pathways via national recognition and the national recognition policy. Ideally, this information should be provided to candidates prior to enrolment.

- **Step 2** To apply for national recognition, the applicant must complete and submit the following documentation to SPIE:
  - National Recognition Application Form;
  - Certified copy of the qualification or statement of attainment; and
  - Enrolment application for the training program applicable to the units of competency for which national recognition is requested.

- **Step 3** On receipt of the application, we will check the qualification or statement of attainment for authenticity and grant national recognition for the units of competency that have been completed at any other Registered Training Organisation.

- **Step 4** Where the units of competency do not align with the units of competency requested, further information is to be sought in the form of Training Package mapping guides or purchasing guides.

- **Step 5** Verified copies of qualifications and statements of attainment used as the basis for granting national recognition must be kept on the student file.

- **Step 6** The completed national recognition application form must be signed by the student and SPIE General Manager (or delegate) and retained on the student’s file at SPIE.

- **Step 7** Students will be notified in writing of the outcome of their application. This may include issuing statements of attainment or qualifications awarded through national recognition in accordance with our Certification policies and procedure.
National Recognition (Credit Transfer) Process

Start

Identify student requiring national recognition

Advise student of process and provide application form

Receive application form and supporting documents

Review application, including checking authenticity of certificates

Is further evidence required?

Y

Advise applicant of additional requirements

N

Receive and review additional evidence

Are units of competency a match?

Y

Approve recognition application

Can unit/s be granted??

Y

Provide written notification of outcome to student

N

File all evidence on student file

End

N